

ADMINISTRATION

Directive

~~SECRET~~

Handwritten initials and signatures:
P.T.
Rht
Rcf

OFFICE OF SPECIAL ACTIVITIES
OSA HQS DIRECTIVE NO. 300-51

ADMINISTRATION
31 MARCH 1964

WHEREABOUTS OF PERSONNEL WHILE ON LEAVE

1. All personnel are reminded that, in accordance with Agency and established CSA policy, personnel going on annual leave are required to provide a leave address and telephone number in the event it is necessary to contact the employee during his absence.
2. All employees shall keep their supervisors informed of their whereabouts while on leave. Supervisors shall take such measures as are necessary to keep advised of the whereabouts of employees who are on leave.
3. Key personnel will inform their immediate office as well as the office of the Assistant Director of their whereabouts while on leave.
4. This Directive will be brought to the attention of all personnel. Strict compliance with the above will be expected.

25X1A



~~SECRET~~

BOC
sub-11
C. 7
mt
etc
JS

OFFICE OF SPECIAL ACTIVITIES
PROJECT HEADQUARTERS
DIRECTIVE NO. 300-5-1

ADMINISTRATION
24 MARCH 1966

RECISSION: OSA Hqs Directive 300-39 dated 24 June 1963

WEEKEND DUTY OFFICERS

1. The Office of Special Activities will have two duty officers for the weekend duty--one for Saturday and a second one for Sunday.

2. The Saturday Duty Officer's tour will commence at 0001 hours on Saturday and end at 0001 hours on Sunday. The Saturday Duty Officer and Duty Secretary will be physically present for duty between the hours of 0900 and 1300 and will perform functions as outlined in the duty book maintained in the Support Division. For the balance of the day (after 1300 hours) he will continue to function as Duty Officer but physical presence in the office will not be required. However, he will be available to receive phone calls on priority messages from the Headquarters Cable Secretariat as well as our own Signal Center.

3. The Sunday Duty Officer's tour commences at 0001 hours Sunday and ends at the start of business on Monday. His responsibilities will be the same as those described in paragraph 2 except that he will not be required to be physically present in the office.

4. In keeping with customary Agency practice, weekend Duty Officers will be required to notify the CIA Operations Center (Watch Officer, extension 7551) when they expect to be away from their home phones for any appreciable length of time, at the same time providing a number at which they may be reached during this absence. Similar notice will be given the OSA Signal Center, extension 7185.

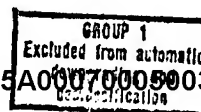
5. The Support Division is charged with the responsibility of providing weekend Duty Officers with the duty book and necessary names and phone numbers of key personnel likely to be needed for any action. The weekend Duty Officers will check with the Support Division on Friday for this information.



JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

25X1A

SECRET



SECRET

OFFICE OF SPECIAL ACTIVITIES
HQS DIRECTIVE 7-2

MANAGEMENT
16 June 1964

ESTABLISHMENT OF CENTRAL PROPOSAL REGISTER

I. GENERAL

1. The increase of proposals for new equipment, including research and development of such items, as well as recommendations for changes (excluding ECP's) involving equipment already in use, has reached a point where it is now necessary to establish controls for the receipt, dissemination and follow-up on actions resulting from such proposals. These proposals cover the broad spectrum of all types of equipment used by OSA on those programs over which it has operational control, from the composite unit, such as a new aircraft, to its various subsystems and parts.

2. In order to avoid duplication, as well as to insure that each component which has an interest is aware of the proposal and should play a role in analyzing it, the establishment of a Central Proposal Register to handle this responsibility is indicated.

II. DESCRIPTION

1. Proposals reach the Office of Special Activities in five general ways:

a. From the manufacturer, supplier, laboratory, research and analysis organization, etc., directly to the OSA Project Officer or the unit of OSA which then monitors the programs involved. This is (probably) the most frequent way.

b. From within the Agency, from a unit that has received the proposal in the first instance, or has originated it.

c. From one of the other government agencies or Department of Defense components familiar with OSA's mission.

SECRET

d. By correspondence from an affiliated manufacturer, etc., in mail directed to OSA Registry Branch's post office box(es).

e. From members of OSA, either as an original proposal or as a result of joint planning with Agency or non-Agency personnel.

2. Proposals and recommendations such as those referred to above take many forms, but the most common is with reference to an already existing and operational piece of equipment. The establishment of a Control Register is intended in no way to interfere or delay improvement in current equipment. All OSA components engaged in day-to-day improvement in close cooperation with supplier counterparts should continue such a practice. The Control Register is meant as an administrative and management tool and is concerned chiefly with written proposals of more or less formal nature which involve distinct changes not previously contemplated and not previously budgeted.

III. PURPOSE

In order to properly coordinate, to take appropriate action and to resolve these proposals and recommendations, a Central Proposal Register is required to monitor the overall management control, from logging to final action. It is also intended that, by the establishment of such a practice, OSA will be in a position not only to handle current requirements, but also to project future plans encompassing distinctly new programs as well as follow-on equipment within the scope of the OSA charter.

IV. PROCEDURES

1. Upon receipt of a proposal which falls in one of the categories outlined in paragraph II.1 above, the package should be channeled immediately to the Central Proposal Register, Deputy for Technology, (CPR/D/TECH/OSA). There it will be logged, action section(s) designated and provided with the proposal, and a suspense date assigned (if applicable).

2. All copies of the proposal will be turned over initially to this control point to insure that all interested parties will be provided copies.

SECRET

3. It will not be the function of the Central Proposal Register to take action (except in those cases where the Deputy for Technology is, from the nature of the proposal, immediately responsible) but to serve as a record keeping and coordinating mechanism.

V. RESPONSIBILITIES

1. Deputy for Technology will be responsible for carrying out the purpose of this Directive.

2. All OSA divisions and branches will channel all proposals described above to the Office of the Deputy for Technology, attention: Central Proposal Register (CPR/D/TECH/OSA) for disposition.

3. The Central Proposal Register will disseminate and monitor all proposals with an eye to:

a. Further action if the appropriate units concerned deem the proposal has merit.

b. Suspense of action if such is deemed advisable.

c. Termination of action if the proposal is deemed infeasible in OSA projects, or should more properly be addressed to another Agency component. In the latter case the Control Officer will take necessary action to forward such proposals to these units.

d. Advise originator of proposal regarding outcome, and if termination of action is determined to be appropriate course, return proposal to the originator.

e. The Office of the Deputy for Technology will keep the Assistant Director for Special Activities advised of all meritorious proposals, and in coordination with appropriate units, submit recommendations.

SECRET

VI. DELEGATION .

25X1A

Mr. [REDACTED] Special Assistant to the
Deputy for Technology, Office of Special Activities,
is named the Proposal Control Officer, OSA.

25X1A

[REDACTED]
//JACK C. LEDFORD
COLONEL, USAF
Assistant Director
(Special Activities)

SECRET